



DEPARTMENT OF PERSONNEL

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MEMO PERD #27/02
September 4, 2002

TO: Agency Personnel Liaison
FROM: Jeanne Greene, Director
Department of Personnel
SUBJECT: Training on Shift Trading

In March of this year, the Personnel Commission approved a regulation authorizing the trading of shifts between employees in the same job class. This regulation became effective on May 2, when it was filed with the Secretary of State.

The Chairman of the Personnel Commission, Claudette Enus, asked that training be provided to the agencies to ensure shift trading is applied consistently and in compliance with State and federal law. As such, we are asking that the personnel and payroll representatives in 24-hour agencies attend this training. Other agencies with multiple shifts, particularly standard and non-standard shifts where shift training may be a viable option, are also encouraged to attend.

We have reserved Conference Room 'A' in the State Library on September 17 and October 3 for this training. We will be meeting at 9:30 a.m. each day and should be done with the training by 11:00 a.m. Please contact Debra Berry at (775) 684-0110 or dsberry@dop.state.nv.us by Friday, September 13, to advise her of the date you will be attending.

We appreciate your attendance at one of the scheduled training sessions. If you have any questions prior to the training, please contact Phil Hauck at (775) 684-0130 or philh@dop.state.nv.us.

JG:sq

cc: Payroll Clerks
Agency Personnel Representatives
Phil Hauck, Supervisory Personnel Analyst, Department of Personnel